University of Silesia in Katowice

1.	**Field of study**	Administration
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	**General information about the module**

Module name	Choice module 2.1
Module code	mw2_a1.1
Number of the ECTS credits	2
Language of instruction	
Purpose and description of the content of education	The module covers a detailed and in-depth problem set apart from a specific branch of administrative law, at the interface of this branch and others, or the problems of science related to administrative law.
List of modules that must be completed before starting this module (if necessary)	not applicable

8.	**Learning outcomes of the module**

Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
K01	is ready to critically evaluate the acquired knowledge and independently interpret the facts occurring in social life, in the sphere related to the functioning of the administration	K_K04 K_K05	4 4
K02	is ready to perform specific roles in the performance of the administrative profession and prepare team projects, using the acquired knowledge and expert opinions with respect for professional ethics	K_K02 K_K03	2 3
U01	has the ability to evaluate a specific event against the background of the legislation that is the subject of the lecture, and knows how to find the relevant legal regulation, interpret it and draw conclusions as to the permissible or required conduct	K_U01 K_U02	3 3
W01	has knowledge of the construction of a particular aspect of administrative law and related laws, institutions and principles in these areas of law or a branch of science closely related to administration	K_W01 K_W13	4 4
W02	knows and understands the basic institutions of European law necessary for future government officials	K_W13 K_W15	3 2
W03	knows and understands the basic institutions of government and local administration, its powers and competencies	K_W05 K_W10	4 3

9.	Methods of conducting classes	
Code	**Category**	**Name (description)**
a03	Lecture methods / expository methods	Description *a description of objects, phenomena, processes or people; it involves specifying the structure and characteristic features of the object, phenomenon, or process being described; it is usually accompanied by a demonstration of the described object or by its models, drawings, tables, charts, etc.; a description may take the form of an explanation, classification, justification or comparison*
a04	Lecture methods / expository methods	Lecture-speech *a lecture variant; an oral presentation of lecture content which has been prepared in writing; a lecture-speech can be delivered by the person teaching the course or an invited guest*
a05	Lecture methods / expository methods	Explanation/clarification *explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course*
b03	Problem-solving methods	Activating method – educational games *learning content in the guise of a rule- and/or principle-based game; conducted in a deliberately arranged situation based on the description of relevant facts and processes; learners compete with one another within the framework of rules laid down by the academic teacher; varieties include simulation games – involving a simulation of real situations; decision games – based on the decision-making process and the recognition of the consequences of the decisions made (e.g., a decision tree); psychological games – increasing the emotional-volitional component of the participants' attitudes*
b04	Problem-solving methods	Activating method – discussion / debate *an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem*
b08	Problem-solving methods	Activating method – peer learning *learning through the exchange of knowledge in a group/team/pair of students, i.e., in the so-called learning cell; a kind of mutual learning; an approach focused on student activity under the guidance of the person teaching the course; a learning situation where students with a similar level of experience learn from one another*
b09	Problem-solving methods	Activating method – flipped classroom *anticipatory learning; work in class is based on previously studied material indicated by the person teaching the course; preparation outside the classroom serves the purpose of getting familiar with the issues whose knowledge is necessary for participating in the in-class discussion and the training in the related practical skills; the activity is based on the work of students under the guidance of the person teaching the course*
b10	Problem-solving methods	SWOT analysis *a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis*
c02	Demonstration methods	Video show *reproducing a film or video material in its entirety or in fragments in order to illustrate the content taught in class, to submit it to analysis and evaluation or to use it as an exercise in image perception; a film/video can be a work of art, an illustration (also technical illustration) of a content/phenomenon/object, a private record of an action, a media image, etc.*

c06	Demonstration methods	Demonstration-imitation *a presentation of a model way of performing specific activities accompanied by a commentary; it aims at triggering imitation activities in an individual or in a group of participants observing the activities of the person teaching the course until the right habit is formed through regular exercise; the demonstration-imitation method is combined with a physical practice of activities/behaviours*
e07	Practical methods	Simulation *an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material*
e08	Practical methods	Practice-as-research *also conducted as fieldwork; an activity aimed at confronting the acquired theory with practice through its practical application; students situate themselves in the reality they observe, study and transform through the prism of the theory; the method of practical classes is dominated by the application of knowledge to solving practical tasks*

10.	Forms of teaching					
Code		Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
2		practical classes	15	course work	K01, K02, U01, W01, W02, W03	a03, a04, a05, b03, b04, b08, b09, b10, c02, c06, e07, e08

11.	The student's work, apart from participation in classes, includes in particular:		
Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation *reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes*	No
a02	Preparation for classes	Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No
a03	Preparation for classes	Developing practical skills *activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)*	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus *agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation*	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class *exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class*	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/examination completion *a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course*	No

d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes *reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes*	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: https://usosweb.us.edu.pl.